



# City of Santa Fe, New Mexico

# memo

**DATE:** January 7, 2016

**TO:** Finance Committee

**VIA:** Oscar S. Rodriguez *OR*  
Finance Director

**FROM:** Andy Hopkins *AJH*  
Budget Officer (Acting)

**ITEM AND ISSUE:**

Request for Approval of the Fiscal Year 2016/17 Budget Development Calendar.

**BACKGROUND AND SUMMARY:**

Attached is the proposed Budget Development Calendar for the upcoming 2016/17 fiscal year. The Calendar includes all relevant dates in the annual budget development process, including time/place of budget training, Department deadlines, City Manager and Finance Committee review periods, and the final deadline for submittal of the budget to the New Mexico Department of Finance and Administration/Local Government Division (DFA/LGD).

**ACTION RECOMMENDED:**

Recommend that the Governing Body approve the proposed FY 2016/17 Budget Development Calendar.

## BUDGET DEVELOPMENT CALENDAR - FY 2016/17

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Late January 2016	Current personnel allocation information to Departments
January 19, 2016 {4:00 PM - 5:00 PM}	Finance Committee kick-off work session to review the fiscal forecast and discuss/approve budget priorities and policies for preparing the operating budget
February 3, 2016 {10:00 AM - Noon}	Budget preparation training--City Council Chambers
February 5, 2016 {1:00 PM - 3:00 PM}	Budget preparation training--City Council Chambers
<b>March 1, 2016</b>	<b><i>Final budget forms to Budget Office</i></b>
March 2 to March 25, 2016	Finance Department review, analysis and formulation of budget requests
March 28 to April 1, 2016	City Manager's review of department requests and formulation of City Manager's Budget Recommendations
April 4 to April 22, 2016	Preparation of presentation material for Finance Committee review of City Manager's Budget Recommendations
April 25 to April 29, 2016	Finance Committee's review and consideration of City Manager's Recommendations and Departmental Presentations
May 11, 2016	City Council first reading of Finance Committee proposed operating budget
May 25, 2016	CITY COUNCIL MEETING FOR ADOPTION OF FY 2016/17 OPERATING BUDGET
June 1, 2016	Deadline to Submit FY 2016/17 Budget to NM Department of Finance and Administration, Local Government Division
July 1, 2016	Beginning of FY 2016/17